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29 MAR 1974

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Ms. Nancy Hanks
Chairman
National Endowment for the Arts
806 15th Street, N. W.
Washington, D. C. 20506

Dear Ms. Hanks:

I appreciated receiving your recent note which explained the President's Design Improvement Program and referred to the progress which has been made during the past year. The initial publication of Federal Design Matters, which you attached, was of particular interest to me. It is now being reviewed by the Agency's Fine Arts Commission, which serves as a focal point on all such matters relating to our physical surroundings.

The Central Intelligence Agency feels extremely fortunate to have such an attractive home, and every effort is made to foster the concept that all our employees have an individual responsibility for maintaining and improving the quality of our working environment. We are always alert for new concepts, and Federal Design Matters appears to be an excellent vehicle for a useful exchange of design experience within the Government.

Sincerely,

W. E. Colby

W. E. Colby
Director

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Originated by:

/s/ on original memo.

Chron, Fine Arts

CONCUR:

/s/ Harold L. Brownman

(28 March 1974)

Harold L. Brownman, DD/M&S

29 MAR 1974

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

Ms. Nancy Hanks
Chairman
National Endowment for the Arts
Washington, D. C. 20506

806 15th Street, N.W.

Dear Ms. Hanks:

Thank you for your note forwarding to me the first issue of FEDERAL DESIGN MATTERS, which I have examined with interest and passed on to those members of ~~our~~^{my} staff who are charged with the responsibility for such matters. I hasten to add that I believe each one of our employees has a certain responsibility for helping maintain--and, I hope, improve--the quality of our working environment.

As I believe you know, C.I.A., has for some years had a Fine Arts Commission, created for the express purpose of fostering that concept, as well as to provide a focal point for dealing with any matters bearing on the character of our physical surroundings. We consider ourselves most fortunate to have as attractive a home as we do, and feel that an exchange of experiences and concepts with other Government agencies in the area of design, such as FEDERAL DESIGN MATTERS should stimulate, will certainly be of value to our own program.

With best wishes,

Sincerely ~~yours~~,

W. E. Colby
Director